DOCUMENT RESUME

ED 363 721 CE 064 946

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TITLE Curriculum Vitae and Related Letters.
INSTITUTION Colorado Coll., Colorado Springs.
PUB DATE Jul 93
NOTE 18p.
PUB TYPE Guides - Classroom Use - Instructional Materials (For Learner) (051)

EDRS PRICE MF01/PC01 Plus Postage.
DESCRIPTORS *Career Education; Job Application; *Letters (Correspondence); *Resumes (Personal); *Writing (Composition)

ABSTRACT

This booklet, which was developed by a college career center, explains the purpose of and procedures for writing curriculum vitae (CV) and related letters. The following topics are covered: when a CV is appropriate, points to consider when writing a CV, items usually included, possible sections to include in a CV, and steps in writing cover letters for a CV. Concluding the booklet are sample curriculum vitae, a general letter model, and sample cover letters. (MN)

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ED 363 721

# Career Center

# Curriculum Vitae and Related Letters

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## INTRODUCTION

A Curriculum Vitae (which is also called a "CV" or a "vita" for short), is a summary of your professional background that is, in many ways, similar to a resume. Because of the similarity, you may also find some of the information in the booklet "Improving Your Resume," which is also available from The Career Center, to be helpful in preparing your vita. In addition, general information regarding job-related correspondence will be found in the cover letter booklet called " Writing Job-Related Letters." The information presented in this booklet will elaborate on the key elements of a C.V. and accompanying letters. Reading this booklet, as well as the "Improving Your Resume" and the "Writing Job-Related Letters" booklets will maximize your understanding of this material, and provide the thoroughest background for developing a good Curriculum Vitae.

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Written and Compiled by Sharyl Bender Peterson, Research & Resources Coordinator, The Career Center, July, 1993

## WHEN IS A CURRICULUM VITAE APPROPRIATE?

A C.V. is a comprehensive, biographical statement (generally two, three or more pages) emphasizing your professional qualifications and activities. A C.V. is typically used in the following instances:

- Applications for admission to Graduate or Professional Schools
- Applications for positions in academia, including:
  - Teaching Positions in Elementary or Secondary School
  - School Administration (e.g., elementary or secondary principals; elementary or secondary assistant principals; heads of schools; coordinators/supervisors; assistant superintendents; superintendents)
  - Higher Education positions in teaching, research, and administration
  - Institutional research and consulting.
- Applications for some internships
- Independent consulting in a variety of settings
- Providing information related to professional activities (e.g., for applications for professional memberships, for professional leadership positions, for presentations at professional conferences)
- Proposals for fellowships or for grants

Often, a briefer one- to two-page document can also be developed as a distillation of the more important points in the C.V. If a job announcement requests a resume (particularly if it is a job in an educational field), you may send the briefer document in an initial response letter, with the notation in your cover letter that the C.V. can be sent if they so desire. If you are confused about whether a hiring individual or institution really wants a resume or a vita, you should contact them if possible, and ask. Often they use the terms interchangeably; however, if they do want a C.V., you should have yours prepared to send.

## POINTS TO CONSIDER

As is true with resumes, your C.V. may get as little as 30-60 seconds of consideration by a potential employer, grant reviewer, or other reader. So, an effective vita must be able to attract (positive) attention, stimulate the reader's interest, create a desire to get to know you better, and generate action. To maximize effectiveness, it should be:

- Clear -- this means well-organized, logical, readable, and easily understandable.
- Concise -- since the C.V. is typically longer than the resume, there is sometimes a tendency to "pad" -- avoid the temptation! Be absolutely sure that there are no "double entries" -- no item should appear in the C.V. in more than one place. Present everything that is relevant and necessary, but keep it brief.
- Complete -- be sure you have included all of the important and relevant information that the reader needs in order to make an informed decision about your application.
- Consistent -- don't use an extensive mix of styles (such as an array of different fonts), and be sure to use the same order in presenting information -- that is, if you present your work experiences from most recent to least recent, use the same order of presentation for any other data
- Current -- remember to include dates with all information; in addition, with a C.V., it is particularly critical to continually update the information; ideally, the C.V. should be revised at least once a year.

Finally, while the content is critical, you should also be conscious of the image you present with this document. Remember that your C.V. and accompanying letter may be your first contact with a prospective graduate program, employer, or grant reviewer. So, it needs to be visually appealing and should not contain any typographical or grammatical errors.

## WHAT IS USUALLY INCLUDED IN A C.V.?

The categories listed below are often included in C.V.'s. However, no C.V. contains all of them, and some C.V.s will contain other categories that are not listed here. The basic rule is that your own unique educational and work experiences should be carefully considered when deciding which categories will be most effective in accomplishing your particular goals. Arrange whichever categories you use to reflect your strengths in the most advantageous way.

The first step in actually developing your C.V. is to sit down and to write down all relevant information -- later you can organize it into categories, then do whatever editing is necessary. After you have written down all relevant information, you should develop a hierarchy, placing the most important and relevant categories and information first. All other information can be listed in descending order of importance.

## POSSIBLE SECTIONS TO INCLUDE IN YOUR C.V.

**HEADING**

Name, address(es), and phone number(s), including area code(s).

**EDUCATION**

Listing of earned academic degrees beginning with the degree in progress or most recent degree earned (for most of you, this will be your B.A.). Include: name of institution; city and state; degree type (B.A., B.S., M.A., etc.) and area of concentration (Mathematics, Biology, Political Science); month and year degree was (will be) received. Note: You may wish to include the title (using the format appropriate to your particular academic field) of your thesis here. In addition, if you are an undergraduate and your GPA is 3.5 or higher, you may include that here.

**CERTIFICATION(S)**

List all areas of certification relevant to the position; include: type; year received.

**HONORS OR AWARDS**

Receipt of competitive scholarships, fellowships, assistantships, etc.; Dean's List recognition; names of scholastic honoraries; teaching or research awards.

**RELEVANT EXPERIENCE**

Listing of positions (part-time, full-time, temporary and permanent) which relate to the type of work sought. Include: department/firm/agency/organization; complete name; city and state; job/position title; dates; also include a brief description of your activities/duties, using strong action verbs. Usually you will list these with most recent experience first (i.e., reverse chronological order).

**OTHER EXPERIENCE**

Groupings of kinds of other experiences (including volunteer work and/or internships) can enhance your C.V. Your experience can also be broken into other categories such as: "Teaching," "Counseling," "Administration," "Volunteer," "Community," "Internship," etc. Entries within each section should be in reverse chronological order.

**GRANTS RECEIVED**

Include name of grant; name of granting agency; date received; title or purpose of research project.

**PROFESSIONAL ASSOCIATIONS**

Memberships (with dates) should be listed for current (or recent, if relevant) memberships in national, regional, state, and local professional organizations, and any significant appointments and/or elections to positions or committees in these associations. Student memberships in professional associations should be listed.

**PUBLICATIONS**

Give bibliographic citations (using the format appropriate to your particular academic discipline) for articles, pamphlets, chapters in books, research reports, etc. that you have authored or co-authored; for people in fine arts areas, this can include descriptions of recitals, art exhibits, etc.

**PRESENTATIONS**

Give titles of professional presentations (using the format appropriate to your particular academic discipline); name of conference or event; dates and location; if appropriate in your discipline, can also include brief description. Also list any professional workshops you have conducted here. Presentations should be listed in reverse chronological order.

| | |
|---|---|
| **RECENT/CURRENT RESEARCH** | (If applicable) Description of research projects recently conducted or in progress: type of research, purpose, etc. |
| **INSTITUTIONAL SERVICE** | This includes names of institutional committees you have served on (including any offices held), student groups you have supervised, special academic projects you have directed, etc. Note: usually this is a category that only becomes relevant after you have obtained a position in academia and gained some related experience. |
| **COURSES TAUGHT** | Once you have obtained a teaching position, you will often list the names of courses you have taught, institution and dates where taught, and brief course descriptions. |
| **COMMUNITY INVOLVEMENT** | Volunteer work, church work, community service organizations, etc. |
| **EDUCATIONAL TRAVEL** | Names of countries, dates, purpose (typically, only include this if relevant to the position/grant for which you are applying). |
| **REFERENCES** | Optional to end vita with statement "Available upon Request." If you are responding to an advertisement that asks for references, include those requested on a separate addendum sheet. |
| **QUALIFICATIONS OR SKILLS** | A summary of particular or relevant strengths or skills which you want to highlight (typically, this is not included as a separate section, but addressed in other sections; occasionally, however, it may be appropriate, e.g., to list special computing or language skills). |

Note: The titles given are suggestions (based on those most typically seen in C.V.s) for possible categories to use in organizing your vita; synonyms or similar titles are certainly acceptable, as long as the alternative choices are appropriately professional and clearly understandable.

## TAKING AN INVENTORY

Before heading to your word-processor or typewriter, it is important to take an "inventory" of your skills and qualifications. Some of the areas to consider are listed below. Remember, most of you using this packet are college undergraduates, and may not have experience in some areas. (In fact, not all areas listed above are included in this form.) For example, if you haven't published yet in your career, just leave that section blank. For most of you, the areas under RELEVANT EXPERIENCE and OTHER EXPERIENCE will be where your particular talents and skills acquired so far will be reflected. Just use the sections that are useful to you, and that match your particular skills and qualifications.

HEADING:

Name: _____

Current Address: _____

Current Phone: _____

Permanent Address: _____

Permanent Phone: _____

EDUCATION:

Name of College/University: _____

Location (City, State): _____

Type of Degree, Major (Minor): _____

Month, Year of Graduation: _____

GPA (if 3.5 or higher): _____

Thesis Title: _____

HONORS OR AWARDS: _____

_____

_____

RELEVANT EXPERIENCE:

1. Organization: _____

Location (City,State): _____

Dates Employed/Worked: _____

Position Title: _____

Description of Duties: _____

_____

2. Organization: _____

Location (City,State): _____

Dates Employed/Worked: _____

Position Title: _____

Description of Duties: _____

_____

3. Organization: _____

Location (City,State): _____

Dates Employed/Worked: _____

Position Title: _____

Description of Duties: _____

_____

OTHER EXPERIENCE:

_____

_____

_____

_____

GRANTS RECEIVED:

Name of Grant: _____

Granting Agency: _____

Date Received: _____

Title/Purpose: _____

PROFESSIONAL ASSOCIATIONS:

Name: _____

Dates of Membership: _____

Positions Held (if any): _____

Name: _____

Dates of Membership: _____

Positions Held (if any): _____

PUBLICATIONS:

Author(s)' Name(s): _____

Date of Publication: _____

Title of Article: _____

Journal Name: _____

Other Relevant Info: _____

PRESENTATIONS:

Presenter(s)' Name(s): _____

Title of Presentation: _____

Name of Conference: _____

Date & Location: _____

RECENT/CURRENT RESEARCH:

_____

_____

_____

QUALIFICATIONS OR SKILLS:

_____

_____

_____

## WRITING/CRITIQUING/PRINTING YOUR C.V.

After listing the information above, organize it and any other information that didn't fit into those sections into what you think is a coherent, clear vita that presents your abilities and background effectively. Make a typed (or printed) copy so it is almost in final form. Now, double-check for: clarity, conciseness, completeness, consistency, and currency. Also check for whether it is visually appealing, interesting, and absolutely error-free. Finally, ask one or more professional people to read it and give you feedback. Good choices for readers (if they have the time) are professors or other professional people in the field in which you are interested. Career Center staff are also happy to provide feedback, but it is most useful for you to have some feedback from people like those who will be reading your C.V.

When it is in final form, you should laser-print it, or have it printed on good, high-quality paper. As is the case with resumes, use white, off-white, or ivory paper. And, if using a color other than white, be sure to get enough matching paper to use for your cover letter, to which we will turn next.

## WRITING COVER LETTERS FOR CURRICULUM VITAE

As a college undergraduate, you will normally be sending your C.V. under one of three (possibly four) circumstances: as part of an application to graduate or professional school; as a response to an advertisement for a job; or as part of a set of letters of inquiry to learn about positions. You might need a C.V. to apply for certain kinds of internships as well.

When applying to a graduate or professional school, you will normally have to complete a set of application forms to accompany the C.V., and a cover letter is likely to be unnecessary, since schools will usually have their own set of procedures, expectations, and forms to submit. If you wish to use the C.V. to send out as part of job search inquiries, you can use the kinds of cover letters described in the Career Center booklet "Writing Job Related Letters." This booklet will discuss only those letters which are sent in response to specific advertised openings. A model for a cover letter, and a sample cover letter follow these instructions. In addition, a sample cover letter to accompany an application for an internship is included.

Although a curriculum vitae is a fairly complete record of your academic and other work-related accomplishments, the accompanying cover letter is a critical element in personalizing your experience. Cover letters for position ads that request C.V.s may exceed the one-page rule, but clarity and conciseness are as important as they are in other kinds of letters. The goal of the cover letter is to highlight and elaborate on pertinent themes using your own writing style. Remember that the quality of your writing will also be noticed.

**Preliminaries**

Since you are seeking a "match" between you and the potential employer (school system, higher education institution, corporation, other organization), you need to know something about your audience.

A. Obtain background information by talking to friends, professors, other acquaintances, and Colorado college alumni/ae, especially those who may be presently or formerly associated with an organization similar to the one in which you are interested. You should also call and request information from public relations or admissions offices of the institutions in which you are interested, and visit the community or institution if possible. Try to learn about both the stated and unstated philosophy and politics of the institution and the department you would be working in (generally, you can only learn this by talking with people who work there).

B. When seeking an advertised position, research the duties associated with it and research the history of the particular job for which you are applying. If possible, speak to individuals who may have knowledge of the position. Find out why it is vacant, how long it has been vacant, and what kind of search process will take place. Be sure you have the name of a specific person to whom you will address your letter of application.

Remember, candidates who research potential work places are viewed as resourceful and as displaying high interest. This kind of information is also a tremendous asset during interviews.

**Content**

Rather than rehashing your C.V., your cover letter should summarize your experience and concentrate on highlighting your appropriate accomplishments and interests related to the job. These will vary according to the nature and goals of the position:

* Academic teaching positions: emphasize relevant coursework and experience (including any relevant volunteer work or internships) that would suggest you are likely to be a successful teacher; people hiring teachers are interested both in their knowledgeability of relevant subject matter, and in their experience with and interest in working with students; if you are in the sciences, you may also want to note your research background and interests, including a short summary of your thesis if appropriate.

* Administrative positions: while it is unlikely that as a recent (or nearly recent) college graduate you will have the qualifications required to obtain administrative positions, it is possible that you will be able to find appropriate entry-level positions (particularly in student affairs work); for these positions, your letter (and your C.V.) should emphasize at least two or three accomplishments which illustrate both your leadership style and your priorities. Spell out what you did to make something happen, and don't be afraid to toot your own horn a bit. Your personal philosophy should come through. Finish up by demonstrating how your particular experiences, education, beliefs, individual traits and talents could contribute to addressing the needs of the new environment. (Here's where your homework comes in--knowing about key issues or philosophical stances of the hiring organization.)

* Internships: as is the case with teaching positions, you will want to emphasize any relevant coursework you have completed, and any other relevant experiences; if you have completed another internship, be sure to mention that as well; to the extent possible, focus the C.V. so that it is clear how and why the particular skills and experiences listed are relevant to the particular internship for which you are applying.

* Consulting/research positions: emphasize the necessary skills, knowledge bases, and experience to serve effectively as a consultant to the organization. Unless requested to talk about your own interests, restrict your discussion to the organization's needs or possible needs (again, this is where your homework will come in handy). Issues of your personal style are appropriate, especially as they relate to the organization's "culture."

## Style

Avoid stilted or overly formal language, but don't be too casual. Strive for a style that both reflects your personality and is consistent with a professional image. Your letters should not only provide information about your qualifications, but should suggest self-confidence and self-knowledge (without being brash, of course).

## Format and Presentation

Formats are the same as for other kinds of letters (see the "Writing Job Related Letters" booklet). Use a standard business format (see Model letters that follow). Type or word-process each letter individually; use a clean, new ribbon. Letters should be on a good rag-quality bond (8-1/2 by 11 inch), preferably matching your C.V.. If you are currently working for another organization (and are attempting to change jobs), do not use the letterhead of the organization you currently work for.

## Other Accompanying Materials

Generally, you should send only what is requested. These items may include the names of your references (typed on a separate sheet with phone numbers included) or letters of reference, a short writing sample, transcripts, and sometimes a written goal or personal philosophy statement. You should only include samples of your work (e.g., copies of published papers) if requested. Generally, when you have been screened into the next "cut," you will be asked for more information, and can provide it then.

**OVER A. CHIEVER**
2826 Mountain Lane
Foothills, CO 80202
(303) 432-1567

## EDUCATION:

**The Colorado College** — Colorado Springs, CO — May 1991

Bachelor of Arts: Psychology
GPA: 3.7/4.0
Psychology Student Research Award (1989)
Senior Thesis: Effects of Pronoun Gender on Comprehension and Retention of Prose

## HONORS AND AWARDS:

Boettcher Scholar 1987-91
Dean's List, 4 years 1987-91

## PROFESSIONAL ASSOCIATIONS:

Student Member, American Psychological Association 1989-91
Psi Chi Psychology Honor Society (President, 1991-92) 1990-91

## RELEVANT EXPERIENCE:

**Psychology Tutor** 1990-91
Psychology Department at The Colorado College
- Provided individual tutorial assistance to students in General Psychology course
- Assisted with preparation for laboratory exercises for students in several psychology classes
- Scored student quizzes under supervision of professor

**Research Assistant** Summer 1990
Professor B. S. Skinner at The Colorado College
- Helped develop coding system for behavioral assessment of 8-year-olds
- Tested 40 research participants for ability to complete various motor tasks
- Assisted with data analysis using SPSS-X

**Research Assistant** Fall 1989
Professor Ann A. Freud at The Colorado College
- Used PSYCLIT to search psychological literature on dreams in adolescents
- Assisted with development of coding system to analyze content of reported dreams
- Interviewed 8 research participants and collected dream report data

**Internship** Spring 1988
Department of Social Work, El Paso County, Colorado
- Assisted with intake interviews for applicants to County Drug & Alcohol Counselling Program
- Co-facilitated group counselling sessions for clients in the Program
- Prepared reports on clients' progress in Program and in meeting self-developed goals



## OTHER EXPERIENCE:

**Head Lifeguard** Summer 1989
Panama Beach State Park, Panama Beach, Florida
- Successfully executed saves of drowning victims
- Handled media contacts effectively
- Scheduled and supervised three assistant lifeguards

**Shift Manager** Summer 1988
Pizza Hut, Inc., Colorado Springs, CO
- Organized job assignments for five shift-work employees
- Supervised and motivated employees
- Controlled cash operations and closed out register at night
- Computed weekly inventory and prepared new stocking orders

## PUBLICATIONS:

Skinner, B. S., & Chiever, O. A. (1991). Comparisons of shoe-tying, gum-chewing, and line-cutting behaviors in tall vs. short children. Journal of Behavioral Measurement, 235, 100-101.

Freud, A. A., & Chiever, O. A. (1990). Chewing gum imagery in dreams of 12- to 14-year-olds. Bulletin of Visual Imagery While In REM Sleep, 12, 1000-1045.

## PRESENTATIONS:

Chiever, O. A. (1990, April). Development of coding method for the analysis of image types in dreams of adolescents. Paper presented at the Undergraduate Consortium for Psychological Research, New Mexico State University, Las Cruces, NM.

## SPECIAL SKILLS:

- Skilled user of SPSSX analytical software
- Programming ability in FORTRAN and PASCAL
- Familiarity with "Manuscript Manager: APA Style" software

## LEADERSHIP:

Member, Psychology Department Advisory Board 1990-91
- Advised Department members on student opinions and activities
- Participated in Departmental decisions concerning faculty and curricular issues
- Participated in search for new Psychology Department member

Captain, Colorado College Soccer Team 1989
- Led the team in performance statistics
- Motivated and encouraged players
- Assisted in planning of game strategies

**SAMPLE CURRICULUM VITAE-Two Pages**



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Ima Student

**CURRENT ADDRESS**
2639 E. Willamette Ave.
Colorado Springs, CO 80909
*(719) 987-6543*

**PERMANENT ADDRESS**
220 W. Mission Road
Green Bay, WI 54301
*(414) 552-1234*

## EDUCATION

The Colorado College — Colorado Springs, CO — May 1992
Bachelor of Arts — Major: Geology — Minor: Chemistry
GPA 3.85/4.0
Senior Thesis: Investigation of Glacial Till Deposits in Northern Colorado

## HONORS AND AWARDS

The Colorado College Academic Honor Council (Chair 1991) 1990-91
Blue Key National Honor Fraternity 1989-92
Alpha Lambda Delta 1988-89
National Merit Finalist 1988

## RESEARCH AND ANALYTICAL EXPERIENCE

United States Geological Survey Undergraduate Research Grant — Summer 1991
Worked with USGS scientists on project on "Stratigraphy of the Morrison Formation, Colorado Plateau Region," did extensive library and field research on independent portion of the project; collected and catalogued samples; assisted with data analysis

ACM Minority Scholars and Academic Careers Program — Summer 1990
Conducted independent research project on "Geohydrology of the Paradox Basin, Utah," presented results at Regional Conference on Geohydrology of the Colorado Utah Arizona Region"

## WORK EXPERIENCE

Tutor, Geology Department, The Colorado College — 1991-92
Prepared lab materials and assisted students with lab work; tutored students individually on geology coursework; assisted students with computer-related assignments for geology courses

Resident Assistant, The Colorado College — 1989-91
Served as administrator in residence hall for first-year students; enforced College policies; developed and presented educational programs to residents; participated in leadership training; participated in recruitment and selection of new Resident Assistants

Library Assistant, The Colorado College — Summer 1989
Assisted library patrons with finding information; checked out materials; re-shelved books

## PERSONAL INTERESTS/OTHER EXPERIENCES

The Colorado College Choir, The Colorado College Student Government (Treasurer, 1989-91), Hospice Volunteer (Penrose-St. Francis Hospital), Mountaineering Club, Intramural Volleyball

**SAMPLE CURRICULUM VITAE: ONE PAGE**



J. Q. Bright

Current Address
9090 N. Nevada, #12
Colorado Springs, CO 80904
(719) 555-2121

Permanent Address
145 Longhorn Trail
Lubbock, TX 79311
(806) 876-1234

## Education

**The Colorado College** Colorado Springs, CO May 1991
Bachelor of Arts in Biology
GPA 3.8/4.0; Dean's List for 3 Years
Senior Biology Comprehensive Orals - Superior Pass (1991)
Freshman Chemistry Award (1988)

## Experience

**Research Associate** Summer 1990
Professor Flora N. Fauna at The Colorado College
- Investigated the protein content of Tepberry Beans
- Developed feasible procedure for protein extraction
- Used polyacrylamide gel electrophoresis and protein assays

**Research Assistant** Summer 1989
Professor By O. Sphere at The Colorado College
- Compiled a Floristic Study of the Collegiate Peaks region
- Collected, identified, and catalogued plants
- Maintained detailed records of plant specimens and habitats

**Herbarium Assistant** 1988-89
The Colorado College Biology Department
- Mounted plant specimens collected by students
- Identified and corrected misnamed specimens

**Intern** 1986-1987
The Division of Natural Resources, City of Fort Collins
- Participated in and contributed to all functions of organization including: administration, marketing, and community relations
- Wrote brochure for proposed City recycling program
- Presented results of internship at City Council Meeting

## Activities/Interests

Member of The Colorado College band & The Colorado College Choir
Lived and travelled in Guatemala
Lived in the German House Residence for 3 years
Member of the Association of Students Interested in Asia

**SAMPLE CURRICULUM VITAE: ONE PAGE**

123 Your Street
Your City, ST Zip
Today's Date

Name of Hiring Person
Hiring Person's Title
Name of Organization
1234 Their Street
Their City, ST Zip

Dear Title Name:

First paragraph: State your interest in the position, where you heard about it, and why you are applying. Include one or more sentences referring to your particular interest in the organization and its goals, directions, etc. In providing this information, you may want to briefly summarize some pertinent qualification which links you to the job (e.g.,"After three years' experience working with economically disadvantaged children in an after-school program, I was interested to learn that ABC After School Care is seeking a new Assistant Director.")

Second paragraph and Third paragraph: Highlight key themes or accomplishments (or research experiences) which illustrate that you have the skills necessary to do the job. Spell these out in greater detail than may appear on your C.V., emphasizing personal qualities (if appropriate) as well as pertinent activities, events, and sequences of events.

Fourth paragraph: Discuss your personal philosophy (if appropriate); your research and teaching interests (for academic jobs); other special qualities or knowledge and how these relate to the position/opportunity for which you are applying.

Closing paragraph: Suggest your enthusiasm for being interviewed. Include your telephone number and hours when you can be reached. Offer to provide further information if so desired.

Sincerely,

Your name

Enclosure(s)

**COVER LETTER MODEL: LETTER OF APPLICATION**

11



123 High Ridge Road
Denver, CO 80211
February 15, 1992

Dr. Brenda Worthen
Principal,
North High School
676 Prairie Drive
Kearney, NB 68945

Dear Dr. Worthen:

I am interested in applying for the position of Algebra and Computer Science teacher, which you recently advertised in the Journal of Education. I am especially interested in teaching at North High because of your excellent reputation. I know that your school has received a State of Nebraska Award for Excellence in Education several times in the last five years, and that many of your students have been recognized in State competitions for Olympics of the Mind.

I am very interested in the Algebra and Computer Science position because I have worked with high-school students for the last several years, and thoroughly enjoy their high energy levels and enthusiasm. I was a volunteer troop leader for a Girl Scout Troop here in Denver for two years, and helped troop members complete a special badge in computer skills. I have also been a Tutor in the microcomputer lab here at Colorado College for the past year, working mostly with first year students to help them solve computer problems. This is an especially challenging position, since many students are intimidated by computers, and calming their fears is an important first step in helping them attack their course assignments with confidence. I find that I really enjoy teaching, and get very excited about seeing students succeed at difficult tasks. From my experiences both with the Scouts and in the microcomputer lab, I believe that students find me easy and enjoyable to work with. I believe those qualities will be equally important for succeeding in a high school classroom.

I am enclosing a copy of my curriculum vitae, as you requested in your advertisement. I have also enclosed a copy of the names and phone numbers of my references as requested, and they will be happy to have you contact them at your convenience.

I hope very much that you will grant me the opportunity of an interview. You can reach me at my home phone (303/555-3456) in the afternoons after five; if you call earlier, I do have an answering machine on which you can leave a message, and I will return your call promptly. Please let me know if I can provide any further information.

Sincerely,

Terry Student

Terry Student

Enclosure(s)

**SAMPLE COVER LETTER: LETTER OF APPLICATION FOR A JOB**



BEST COPY AVAILABLE

909 Blackstone Court
Colorado Springs, CO 80920
February 10, 1992

Mr. Ralph Jones
Director,
National Wildlife Federation
1230 Congressional Way
Washington, D. C. 20560

Dear Mr. Jones:

I wish to apply for your internship program in Resources Conservation for the summer of 1992. I am enclosing a copy of my curriculum vitae with this letter, as well as the application form for the position.

I am very interested in working for the National Wildlife Federation because, as a college junior, I am trying to decide whether to focus my major on a natural sciences field, or to combine my natural sciences interests with work in economics. I believe your internship would give me an excellent opportunity to further my understanding of how policy development occurs, and I believe that my particular background would enable me to do a good job for you.

I have completed several courses in biology, including Ecology, Plant Environmental Physiology, and Field Zoology. I also took a Special Topics in Biology course called Wildlife & Wildlife Management Issues, as part of the requirements for the course I completed a research project on the "Management of Elk Herds in the Rocky Mountain Region." I am also currently active in a student organization called ENACT. This is an environmental action group that has developed a campus-wide recycling program, and is involved in a variety of other initiatives and programs focussed on environmental preservation.

I have also completed Political Science coursework, including American Politics and Government, and Public Policymaking. I feel these courses have given me a good background in the nature of the political process, including insights on how public policies are developed. As part of the Policymaking course, we attended State Congressional meetings, and learned how to develop reports of the events at those meetings.

With my background, I think I could be an effective member of your Fisheries/Wildlife internship team. As you can see from my vita, I have many of the qualifications you specify in your internship listing, as well as a strong and sincere interest in this particular position.

I hope to hear from you soon about the possibility of discussing the internship further. My telephone number is 719/555-1212, and I hope you will call if I can provide any more information. I will also be calling you in approximately three weeks, to see whether we can set up an interview.

Sincerely,

Chris Green

Chris Green

**SAMPLE COVER LETTER: LETTER OF APPLICATION FOR INTERNSHIP**





For more ideas on layouts and formats, consult the Career Center Booklet: *Resume Writing*

To have your Curriculum Vitae and cover letters critiqued, schedule an appointment with a career counselor by calling x 6893 or come in for a "walk-in" appointment from 1:00-5:00 p.m.